

Administrative - Internal Use Only



3 JAN 1979

DD/A Registry
File Training - 3

MEMORANDUM FOR THE RECORD

SUBJECT : Career Training Program (CTP) (U)

REFERENCE: Comptroller Memo for the Record dated 30 November 1978,
Same Subject

1. This memorandum for the record cancels and supersedes paragraph 4 of Reference and supplements the information included in the Reference. (U)

2. All career trainees will be employed as staff or contract employees, as appropriate, and will be charged against the Agency's full-time permanent ceiling. More specifically, career trainees will be charged to the ceiling of the directorate to which they will be assigned following completion of their formal training. Each deputy director should ensure that ceiling positions are identified in sufficient numbers to cover the directorate's career trainee requirements on a continuing basis. The ceiling so identified should be aligned with the directorate organizational element and project number (FAN account) to which career trainees and associated costs are to be charged. The DDO project number as shown in paragraph 1 of Reference is corrected to read:

STAT

[Redacted] (A/IUO)



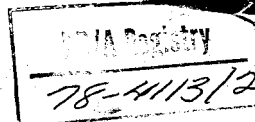
James H. Taylor
Comptroller

STAT

cc: D/NFAC
DDA ✓
DDO
DDS&T
AO/DCI
D/Pers
D/TR

DD/A Registry
79-0037

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Deputy Director for Administration	1 DEC 1978	<i>[Signature]</i>		
2	Rm. 7D24, Hqs.				
3	ADDA	4 DEC 1978	<i>[Signature]</i>		
4					
5	DDA	4 DEC 1978	<i>[Signature]</i>		
6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
Remarks: <p style="text-align: center;"><i>BILL, MAYBE WE SHOULD HAVE LYND A MAKE A COPY OF THE TOP MEMO (78-1373) SINCE IT GOVERNING CT ACTS. WE DONT HAVE ANY FUNDS IN OUR OPN BUDG FOR FAN 70-0011 AT THIS TIME. EML</i></p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
James H. Taylor, Comptroller					



30 NOV 1978

MEMORANDUM FOR THE RECORD

SUBJECT : Career Training Program (CTP) (U)

DD/A Registry
File Training 3-1

REFERENCE: Comptroller Memo to DD's dated 25 October 1978,
Subject: Financial Guidance for FY 1979

1. (A/IUO) In response to paragraph 4 of the Reference, the following project numbers (FAN Accounts) have been established for the Career Training Program:

OCI Area	92101016
* DDA	92700011 *
DDO	
DD&T	92551100
NPAC	92401001

2. (A/IUO) The Office of Training (OTR) will initiate career trainee personnel actions against these project numbers provided prior agreement has been reached with the directorate concerned on the assignment of the career trainee involved. The Director of Training is responsible for ensuring that such agreement has been reached before the personnel action is forwarded to the Office of Personnel. Arrangements have been made with the latter for processing such personnel actions without the formal concurrence of the directorate involved.


3. (A/IUO) The Director of Training has been requested to initiate personnel actions immediately on all career trainees currently in a training status to assign them to the directorates to which they will report upon completion of their formal training. After all current career trainees have been reassigned, OTR should determine the 1979 salary and benefits costs incurred for current career trainees (by directorate) and advise the Comptroller. It may be necessary to process adjustment vouchers to transfer to the directorates the 1979 CTP costs already incurred by OTR (from October 1978 through the date that current career trainees are reassigned to the directorates). However, such action will be deferred until later in the fiscal year; the Comptroller will monitor expenditures against the approved 1979 OTR operating program for use as a basis for determining whether the processing of adjustment vouchers is necessary.

4. (A/IUO) Upon successful completion of a career trainee's formal training, the directorate concerned will immediately initiate action: (a) for conversion to career status, and (b) to transfer the individual

to his/her initial assignment. This action will have the effect of terminating the career trainee's temporary status and will mark the beginning of the formal probationary period.

5. (A/IUC) The Office of Training will prepare EOD travel orders for career trainee applicants approved for Agency employment. Since such travel costs will be charged to the appropriate project number shown in paragraph 1 above, the travel order will be routed through the directorate concerned for certification of funds available. The Office of Training is responsible for ensuring that the necessary travel voucher is prepared immediately following the EOD of a career trainee.

6. (A/IUC) In sum, it is understood that the Director of Training will continue to conduct and administer the Career Training Program as in the past and will use the five project numbers shown in paragraph 1 above in the same manner as OTR project numbers. Consistent with paragraph 4 of the Reference, each directorate is to ensure that sufficient funds are allocated to its CT project number to meet its career trainee requirements for 1979.


James H. Taylor
Comptroller

cc: D/NFAC
DDA ✓
DDC
DGS&T
AO/DCI
D/Pers
D/TR